

TO CLASSIFY IS HUMAN!

“Sorting Things Out” by Geoffrey C. Bowker and Susan Leigh Star, MIT, 1999

I am a professional organizer, but you will be the user.

This plan will only work if it is designed in your work style, vocabulary, and thinking process.

Let me organize your clothes closet?	NOTES	Let me organize your records?
1-Primary Category I must use: choose only one		
a-Fabric/material (i.e. silk, cotton, wool, linen, polyester, etc.)		a-Document Type (i.e. doc, PDF, JPEG, rtf, html, txt, xml)
b-Color		b-attributes (i.e. date, received by, storage location, other)
c-Item/piece name		c-Subject/File Name
d-Use (i.e. work, play, golf, travel, church)		d-Use (i.e. planning, reporting, compliance, transacting business, contracting, etc.)
e-Size/Volume		e-Size/Volume
f-User (i.e. man, woman, boy, girl)		f-User (Author, Receiver, third-party, etc)
g-Use frequency (i.e. daily, weekly, monthly, annually, special occasions)		g-Frequency of use
h-Other		h-other

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2-Why did you choose this category?		2-Why did you choose this category?
3-How will this primary category help you when getting dressed?		3-How will this category help you work better?
a-Quick selection		a-Finding and searching easily
b-Facilitates laundry activities		b-Facilitates Discovery
c-Minimizes decisions for specific activities		c-Minimizes retention decisions
4-Do you need a second category to make the organization more useful?		4-Do you need a second category to make the organization more useful?
5-Will the category selection work for everyone in your family? Other Families?		5-Will the category selection work for everyone in your department? Other departments?
CONCLUSIONS		CONCLUSIONS
Design varies depending on purpose of classification system (i.e. finding, searching, applying retention, security, privacy codes, etc).		
Standard Design is necessary for use by multiple people. Generally requires a controlled vocabulary and thesaurus to guide/train users to the appropriate category.		
Training is key to successful implementation.		

“ . . the way we organize differs when we act as individuals or as members of social, cultural, or institutional groups.”

“The Discipline of Organizing” by Robert J. Glushko, MIT Press, 2013”